

CITY OF PLEASANT HILL

INSTRUCTIONS FOR COMPLETING RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION AND CALCULATION OF TAX

STEPS FOR COMPLETION OF APPLICATION:

1. Complete the page 1 of the application.
2. List all Pleasant Hill rental properties, unless they are already licensed. If you need more room, continue list on page 2 of application.
3. SIGN AND DATE APPLICATION NEAR BOTTOM OF PAGE 1.

STEPS FOR CALCULATION OF TAX:

1. 2003's tax is based on actual rentals in 2002. If all your units were rented for all of 2002 (any part of a month is considered a whole month for this calculation), pay **\$66 PER UNIT**.
2. If any rental unit was vacant for one or more WHOLE calendar months in 2002, the tax for that unit may be prorated. **To prorate, multiply the number of rented months by \$5.50 FOR EACH UNIT. Pay this amount or the minimum tax of \$21 per unit, whichever is LARGER. Please enclose your calculation with your payment.**
3. Make check payable to: CITY OF PLEASANT HILL. Send check, application, and prorated calculations, if applicable, to the address below.
 - * If you have questions or need help with your calculation, call (925) 671-5234.
 - * Mail application and payment to:

CITY OF PLEASANT HILL
BUSINESS LICENSE DEPARTMENT
100 GREGORY LANE
PLEASANT HILL, CA 94523-3323